IF YOU ARE A CONTRACTOR.....

About AgLearn Contact Us Help **User Registration** Click Here for help completing this form Contractor Last Name Agency First Name John Your Agency Name Will Appear Here Middle Initial USDA Organizational Unit (e.g. Division, State, or Domain) john.contractor@usda.gov Email Phone Name of USDA Official to Sponsor Access to AgLearn 1800 M Street, NW Street City Washington Are you a USDA Contractor, Partner or Student? State DC Contractor Postal Code 20036 Name of Contracting Officer's Technical Representative (COTR)* 4 Last First: Email for Contracting Officer's Technical Representative (COTR)* 5 Enter the name of your Company or Organization 6 *USDA Employee who can verify your status Submit Registration

	Select your Organizational Unit from the drop-down list. Some examples of this might be:
1	APHIS-VS-EM (APHIS Veterinary Services – Emergency Management) CSREES-OEP-POLICY-FM (CSREES OEP POLICY: Funds Management Section)
	FS-R3-RO (Forest Service: Regional Office 3)
2	Select your USDA Sponsor from the drop-down list. This is the individual that will be sponsoring your access to
2	AgLearn.
3	Select the word Contractor from the drop-down list.
	Enter the last and first name of the Contracting Officer's Technical Representative (COTR). This person is named as
4	the COTR in the contract between USDA and your company. If you do not know who your COTR is, please contact
	your company's contracting office to obtain the COTR's identify.
_	Enter the email address for the COTR identified above (please use the xxx@xxx.xxx format, e.g.
5	JohnSmith@company.com).
6	Enter the full name of your company as it appears in the contract between USDA and your company.

IF YOU ARE A PARTNER.....

Contact Us About AgLearn Help **User Registration** Click Here for help completing this form Partner Last Name Agency John First Name Your Agency Name Will Appear Here Middle Initial USDA Organizational Unit (e.g. Division, State, or Domain) Email john.partner@usda.gov Phone Name of USDA Official to Sponsor Access to AgLearn 1800 M Street, NW Street Washington City Are you a USDA Contractor, Partner or Student? DCState Partner Postal Code 20036 Name of Point of Contact (POC)* First Email for Point of Contact (POC)* 5 Enter the name of your Company or Organization *USDA Employee who can verify your status Submit Registration Select your Organizational Unit from the drop-down list. Some examples of this might be: APHIS-VS-EM (APHIS Veterinary Services – Emergency Management) 1 CSREES-OEP-POLICY-FM (CSREES OEP POLICY: Funds Management Section) FS-R3-RO (Forest Service: Regional Office 3) Select your USDA Sponsor from the drop-down list. This is the individual that will be sponsoring your access to

APHIS-VS-EM (APHIS Veterinary Services – Emergency Management)
CSREES-OEP-POLICY-FM (CSREES OEP POLICY: Funds Management Section)
FS-R3-RO (Forest Service: Regional Office 3)

Select your USDA Sponsor from the drop-down list. This is the individual that will be sponsoring your access to AgLearn.

Select the word Partner from the drop-down list.

Enter the last and first name of a USDA Point of Contact (POC). This person must be a USDA employee and be able to verify your status as a partner.

Enter the email address for the POC identified above (please use the xxx@xxx.xxx format, e.g.
John.Smith@USDA.gov).

Enter the full name of your organization.

IF YOU ARE A STUDENT.....

About AgLearn Help Contact Us **User Registration** Click Here for help completing this form Student Last Name Agency First Name John Your Agency Name Will Appear Here Middle Initial USDA Organizational Unit (e.g. Division, State, or Domain) Email john.student@usda.gov 1 Phone Name of USDA Official to Sponsor Access to AgLearn 1800 M Street, NW Street Washington City Are you a USDA Contractor, Partner or Student? DC State Student Postal Code 20036 Name of Point of Contact (POC)* First: Email for Point of Contact (POC)* Enter the name of your Company or Organization 6 *USDA Employee who can verify your status Submit Registration Select your Organizational Unit from the drop-down list. Some examples of this might be: APHIS-VS-EM (APHIS Veterinary Services – Emergency Management) 1 CSREES-OEP-POLICY-FM (CSREES OEP POLICY: Funds Management Section) FS-R3-RO (Forest Service: Regional Office 3) Select your USDA Sponsor from the drop-down list. This is the individual who will be sponsoring your access to 2 AgLearn. Select the word **Student** from the drop-down list. 3 Enter the last and first name of a USDA Point of Contact (POC). This person must be a USDA employee and be 4 able to verify your status as a student. Enter the email address for the POC identified above (please use the xxx@xxx.xxx format, e.g. 5 John.Smith@USDA.gov). 6 Enter the full name of your organization.